



Housing Services Office
215 Duck Road, Building 950
Schofield Barracks, HI 96857
Monday – Friday (closed holidays)



****PLEASE ARRIVE 15 MINUTES PRIOR TO START OF EACH BRIEFING****
Bring your own copies, HSO does not make copies.

0800 – Group Brief for Departure TLA

0900 – Group Brief for Arrival TLA

1100 – Group Brief for Renewal TLA

***1100 – Questions / Utility Waivers/ Housing Search Information**

****1400 CLOSED FOR PROCESSING OF TLA MEMOS**

***TLA will NOT be issued during this timeframe.** Soldiers must attend one of the group briefings with all required documents. Briefings start on time.

****** The office will CLOSE promptly at 1400 for the remainder of the day. The TLA documents will be e-mailed once complete.

Please bring one (1) copy of the following documents to the group briefings:

Arrival TLA:	Departure TLA:	Renewal TLA:
PCS Orders and all Amendments	PCS Orders and all Amendments	Housing Search Sheet
DA Form 31 (signed in from leave)	DA Form 31 (with Control Number)	On-Post Housing Offer Letter and Signed On-Post Lease
Flight Itinerary for SM and all family members	Flight Itinerary for SM and all family members	Signed Off-Post Lease (by Landlord & tenant(s))
On-Post Housing Offer Letter and <u>Lease</u>	DD Form 1299 (Household Goods packing and pick-up)	Purchase Contract & any Counter Offers (signed by buyer & seller) *Closing Documents
Off-Post Housing Lease or Purchase Contract		DD Form 1299 (Household Goods)
DD Form 1299 (Household Goods)		Household Goods e-mail with scheduled delivery date